

SOP 31 | Advanced administration

Configure run questions

Publish questions, photo requirements and timing for future runs.

For Web and mobile · Administrator / Supervisor

Before you start Use approved questions and authorized properties. Install Android 69 or iOS 44, or later approved builds, on participating phones before setting expiration dates. Older builds support unlimited questions only.

Open Web: Manage > Property setup > Run questions. Mobile: Operations > Manage > Company run questions, or a property > Run questions.

Step 1 Select the scope

Choose company or property questions and verify the property name. Company questions appear first. Read-only access does not permit publication; company editing requires company administration access.

Step 2 Edit the question

Add or edit the text, clock-in or clock-out step, required answer and none, optional or required photo. Reorder or retire questions in the draft. No questions interrupt an active route.

Step 3 Choose audience and recurrence

Select the applicable properties and employees. Choose every run or a 1–365-day interval per employee and property. An interval advances after an ordinary answer and any attached photo upload, independently of manual review.

Step 4 Set an optional end date

Leave expiration blank for no limit. The chosen date is included in each property's local time; later newly opened steps omit the question even when its interval is due. Clearing a date removes the limit for future runs.

Step 5 Review and publish

Save each question to the draft, enter a publication reason, review the full selected-scope list and confirm publication. Verify the new version. Existing run questions, responses, photos and review history remain unchanged.

Step 6 Handle an unconfirmed result

Use Retry same publication when offered; reload after an access or version change. Confirm the displayed version before making another edit. Unpublished drafts are lost when the app closes.

Check your result The intended scope shows the new configuration version. No real expiration is set automatically by an app update.

If something goes wrong A saved draft is not published. A required answer may truthfully be No. Keep all participating phones updated before using expiration; Android 68/iOS 43 reject questions carrying an expiration date.

See the picture reference on the next page.

SOP 31 Picture reference

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Audience and timing

Repeat

When due after an interval

Repeat every (days)

30

Expiration date (optional)

11/01/2026

Leave blank for no expiration. The selected date is included, using each property's local time.

After the expiration date, newly opened question steps omit this question, even when its repeat interval is due. Steps already opened keep their questions; saved answers and photos remain available and can upload later. Published changes apply to new runs.

► How due dates work

Due questions are selected when this clock-in or clock-out step first opens, then retained through back navigation, offline work and retries. No in-run reminders are sent.

☐ All company properties, including future properties

☒ North property

☐ South property

☒ All assigned employees

Step 4 · Actual web timing controls with synthetic data. The end date includes the property-local day. This component preview is not a physical-phone screenshot.

Application component preview with training data. Native permission prompts may differ.